



Employee Self-Service Job Aid

ESS How to View Job Information and Performance Ratings

How to View Job Information and Performance Ratings

The purpose of this Job Aid is to walk through the process to view Job Information and Performance Ratings using Employee Self-Service.

Please note that Performance Ratings will only be available for review if you are a Classified Employee of the Commonwealth. If your Performance Ratings are not available for review, please reach out to one of your Agency's Human Resource Administrators.

Table of Contents

Viewing Job Information and Performance Ratings.....	2
--	---

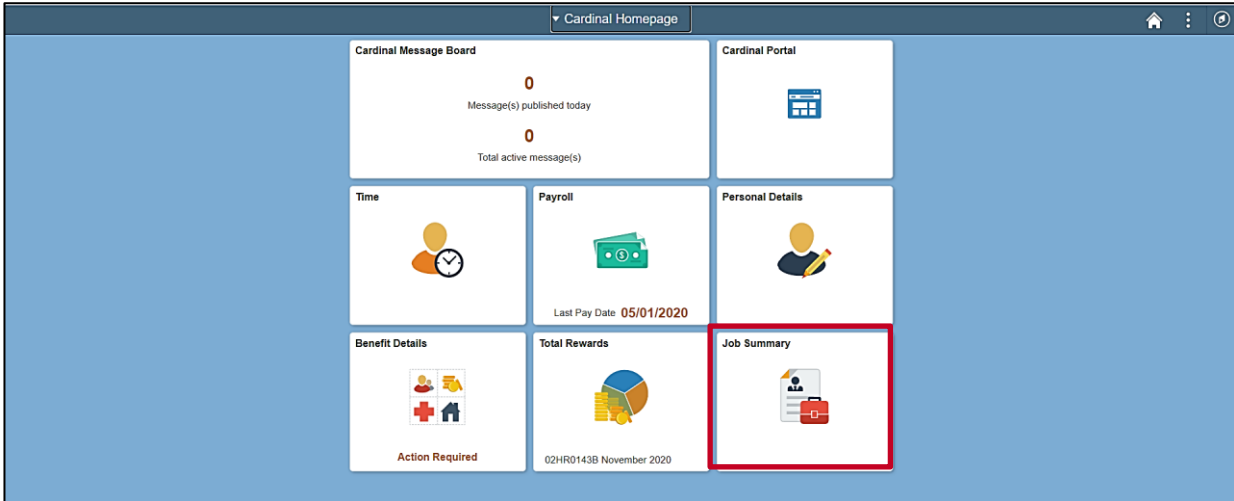


Employee Self-Service Job Aid

ESS How to View Job Information and Performance Ratings Viewing Job Information and Performance Ratings

1. Navigate to the **Cardinal Homepage**.

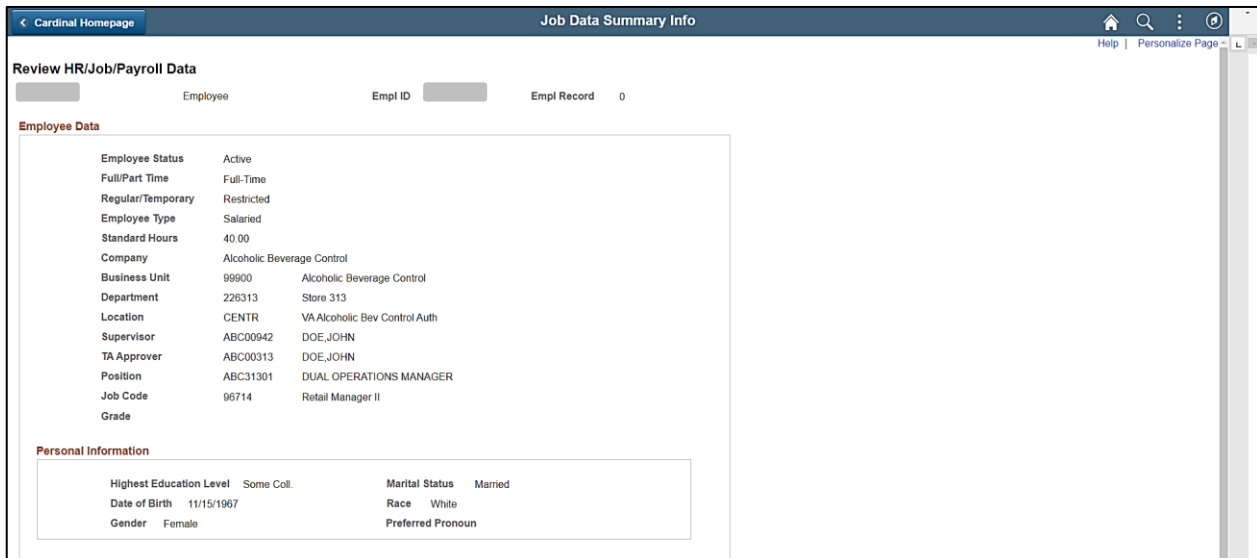
The **Cardinal Homepage** displays.



Note: Individual tile availability and placement is dependent upon individual user and security settings.

2. Click the **Job Summary** tile.

The **Job Data Summary Info** page displays.



Note: If you have multiple Jobs, a **Select Job** page will display first and you must use this page to select the Job for which you want to review the information.



Employee Self-Service Job Aid

ESS How to View Job Information and Performance Ratings

3. Review the Job Information within the **Employee Data** section as needed. The following additional information is provided:

- a. Position Numbers always begin with your Agency acronym
- b. Grade is commonly referred to as Pay Band within the Commonwealth

Note: Contact one of your Agency's Human Resources Administrators if any of this information is not accurate.

4. Review your personal information within the **Personal Information** section as needed.

Note: Some of this personal information can be updated using Employee Self-Service if it is not correct. Refer to the Job Aid or Video titled How to View and Update Personal Data for additional information.

5. Scroll down as need to view the **Performance Rating and Additional Employee Data** section.

The **Performance Rating and Additional Employee Data** section displays.

Performance Rating and Additional Employee Data	
First Start Date	09/10/2009
Company Seniority Date	09/10/2009
Position Entry Date	09/10/2009
Probation Expiration	
Last Pay Adjustment	09/10/2009
Performance Rating Date	09/21/2021
Rating Type	
Rating	

[Return to Search](#)

6. Review the information within the **Performance Rating and Additional Employee Data** section as needed.

Note: Performance Ratings information will only display for Classified Employees of the Commonwealth. If the information does not display for you, or, if you believe that the information is not accurate, please contact one of your Agency's Human Resource Administrators.